

# FSC IM Tool

## Partner User Manual

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## Project Overview

The global Food Security Cluster (gFSC) works with national and regional cluster systems in both sudden onset disasters and protracted emergencies, be they from natural or human causes, and long-running crises. Among the responsibilities of the Food Security Cluster during an emergency is the management of member responses to ensure gaps are addressed and humanitarian responses are comparable and timely to affected populations.

### The purpose of the IM Tool

To coordinate the partner responses, every country cluster is currently obliged to develop local level response tracking and data management tools. As a result, mechanisms that collect and report on the food security responses differ between emergencies and require specific trainings for each tool. Local level tools, depending on the size of the emergency, can become cumbersome, hinder analysis and information sharing, and consume limited in-country resources and capacity. Recognizing the need for the clusters to take a holistic approach to data collection and sharing, the gFSC has created a web based Information Management (IM) tool that will be accessible to cluster systems and partners. The gFSC IM tool is an elaboration of a tool that was built and used by the Somalia and Sudan FSC.

With the ability to be deployed to any operation, the IM tool will make data collection, processing and response analysis globally comparable. By producing project reports and maps the IM tool will visualize gaps and overlaps of partner responses, and avoid duplication of humanitarian assistance, especially considering issues of food availability, access and utilization. Consistent information sharing by partners will facilitate project tracking and monitoring, and result in evidence based decision making for strategic intervention and improved implementation. Furthermore, use of the IM tool will result in the dissemination of timely and accurate information for advocacy efforts by clusters.

In sum, the IM tool will benefit for both the country clusters and partners:


- For country clusters, it will make it easier to collect information on partner activities and visualize data through generating the monthly FSC gap analysis to avoid gaps and overlaps.
- Partners will be able to directly capture their monthly plans and actual outputs. Partners will be given direct control of the information on their achievements towards the overall response efforts, and will be able to generate standard monthly reports and maps where this information is reflected.


## Using the Tool

- 1) Complete the planning matrix for each planned activity in the partner's overall programme.
- 2) Submit the planning matrix to the FSC Information Manager Officer (IMO) at least twice a year or whenever the plans are modified (The FSC IMO enters the planning information in the IM Tool).
- 3) On a monthly basis use the IM Tool to enter the actual monthly outputs of each activity compared to planned information by the Cluster's agreed reporting deadline. (For example, before the 14th of August partners should submit the actual outputs of the activities that the organization implemented during July).
- 4) As an alternative to using the IM Tool, partners may submit the actual monthly update matrix for each planned activity in their overall program. Submit the actual monthly update matrix to the FSC IMO by the agreed reporting deadline.
- 5) As needed use the tool to generate standard monthly reports and maps.

## LOG IN

Once the Cluster IMO has received and input the partner's planning information the partner can access the tool by logging in to: <http://imtool.foodsecuritycluster.net/user/login>.

**FOOD SECURITY CLUSTER**  
Strengthening Humanitarian Response

**FOOD SECURITY CLUSTER**  
Strengthening Humanitarian Response

Food Security Cluster  
Information Management (IM) Tool

### Log In

Username or Email

Password

Want to Learn More?  
See how the IM tool is being used in the FSC Cluster

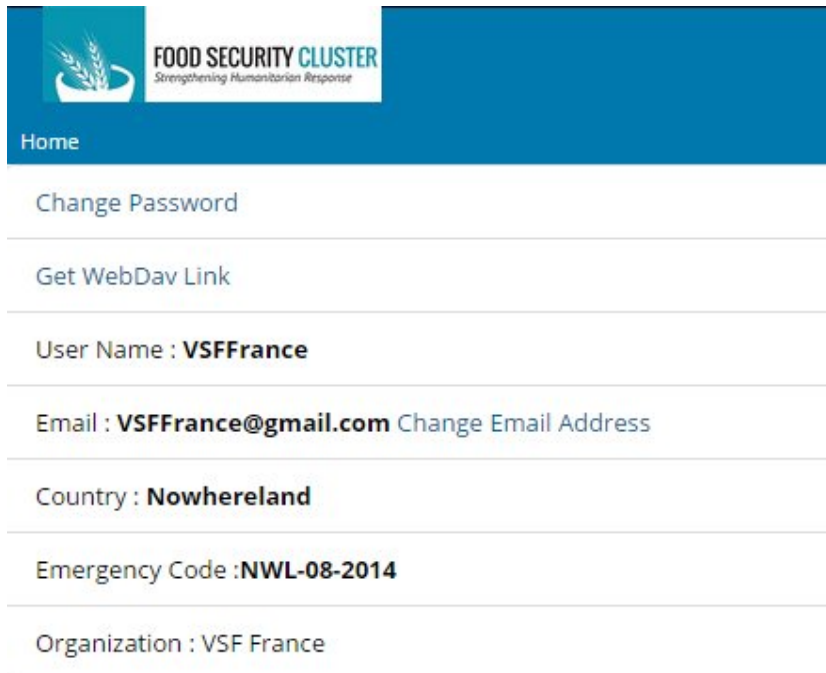
Information Management is one of the core Food Security Cluster functions. Recognizing the need for the country-level Food Security Clusters to take a holistic approach to data collection and sharing, the gFSC has created a web-based Information Management (IM) tool for cluster systems and partners to use to collect, analyse and report on food security responses. With the ability to be deployed to any operation, the IM tool will make data collection, processing, and response analysis globally comparable.

## PASSWORD MANAGEMENT

Change your password by clicking on My Account in the upper right corner of the screen.



Click on change Password. Enter your current password and new password twice.



Click on the FSC Logo or on the Home button to return to the Home page.

## TOOL BUTTONS

Note: The below functions can be used for most of the tool's data. To simplify instructions, the use of each button is not indicated as a step in the user manual and should be applied when needed.



View record



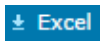
Delete Record (Records cannot be deleted if operational planning or actual data is linked).



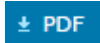
Reload (to refresh data in the current grid)



Refresh all data in system (Using this button will bring the user to the homepage)



Export all information to excel (For data analysis: data is exported to Microsoft excel with filters)



Export all information to PDF (For data sharing: data is formatted in PDF with FSC logo)



View map created from data

Note: Some fields may be empty. Mandatory fields are marked with a \*

# 1. Actual Monthly Updates

**1.1 Select Operations:** Select the operation to update actual values from the drop down box.

The screenshot shows the 'Actual Monthly Update' section of the application. On the left, there are two buttons: 'Select Operations' and 'Update Actuals'. To the right, there is a dropdown menu labeled 'Operation Description:'. The dropdown is open, showing two options: 'Vaccination and treatment of goats in earthquake affected areas for 1900 households; July 2014-November 2014 Goods' and 'Vaccination and treatment of goats in earthquake affected areas for 5200 households; July 2014-November 2014 Goods'. The second option is highlighted. Below the dropdown, there are navigation buttons: '<< Previous' and 'Next >>'.

(e.g. Vaccination and treatment of goats in earthquake affected areas for 5200 households July-November 2014, Goods)

The operation details appear on the screen:

The screenshot shows the 'Update Beneficiaries & Livestock Reached' screen. The 'Operation Description' dropdown is set to 'Vaccination and treatment of goats in earthquake affected areas for 5200 households; July 2014-November 2014 Goods'. Below this, there is a table with the following details:

Emergency	NWL-08-2014	Organization	VSF France
Project Code		Description	Vaccination and treatment of goats in earthquake affected areas for 5200 households
Start Date	July 2014	End Date	November 2014
Status	Ongoing	Admin Region Level	District
Donors	Undisclosed	International Partners	
National Partners		Country Objective	Restore livelihoods for vulnerable households
Priority Activity Category		Response Purpose	Recovery
Resilience Strategy	No	Modality	Goods
Cash Transfer System		Rural Urban	Rural
Target Beneficiary Groups	Agricultural Hosts/Residents	Unit Of Counting	Livestock
Vulnerability Category		Livestock	Goat

Navigation buttons: '<< Previous' and 'Next >>'.

Click next.

**1.2 Update Actuals:** Select the month to update actual values:

The screenshot shows the 'Update Actuals' screen. The 'Update Beneficiaries & Livestock Reached' button is highlighted. Below it, there is a dropdown menu labeled 'Select Month:'. The dropdown is open, showing a list of months. Below the dropdown, there is a message: 'You Must select a month in order to proceed'. Navigation buttons: '<< Previous' and 'Next >>'.



For each geographical area enter the number of actual beneficiaries (individuals, households or livestock) reached in the cell highlighted green to the right of the planned number of beneficiaries.

Each actual value corresponds to a planned value that has been submitted on the planning matrix and entered into the tool by the Cluster IMO

Clicking on the cell makes the cell active and possible to enter data. All numbers must be entered as integer values (e.g. 50000 NOT 50,000). To save the data use the enter key or click inside another cell. As the number of actual beneficiaries for each geographical area is entered the total number of actual beneficiaries appears. Use the arrow keys to navigate between cells.

Home >> Actual Monthly Update >> Update Actuals >> Update Beneficiaries & Livestock Reached

Actual Monthly Update Reports

Select Operations  
Update Actuals

Update Beneficiaries & Livestock Reached

Select Month: August 2014

UNIT OF COUNTING : Livestock

Nothing to report for the month Page 1 of 1 20 View 1 - 2 of 2

Country	District	Neighbourhood	Organization	Description	Goat - Planned	Goat - Actual	Comments	Approval Status	Month
Iron	Spagna	Heather	VSF France	Vaccination and treatment of goats in earthquake affected areas for 5200 households	80000	500000		Planning	August 2014
Iron	Spagna	Rosemary	VSF France	Vaccination and treatment of goats in earthquake affected areas for 5200 households	128000			Planning	August 2014
Totals :					208,000				

Nothing to report for the month Page 1 of 1 20 View 1 - 2 of 2

All actual values entered must be confirmed by the Cluster IMO before they are included in the monthly reports and maps. The column "Approval Status," on the left side of the screen, indicates if the values have been confirmed by the Cluster IMO.

If no actual value is entered the approval status will read planned. If the Cluster IMO has not approved an actual value that has been entered the Approval Status will read Unconfirmed. When the Cluster IMO approves the value the Approval Status will change from Unconfirmed to Confirmed.

Home >> Actual Monthly Update >> Update Actuals >> Update Beneficiaries & Livestock Reached

**Actual Monthly Update** **Reports**

**Select Operations**  
Update Actuals

**Update Beneficiaries & Livestock Reached**  
Select Month: September 2014

**UNIT OF COUNTING : Livestock**  
Nothing to report for the month Page 1 of 1 20 View 1 - 2 of 2

Country	District	Neighbourhood	Organization	Description	Goat - Planned	Goat - Actual	Comments	Approval Status	Month
Iron	Spagna	Heather	VSF France	Vaccination and treatment of goats in earthquake affected areas for 5200 households	80000	500000		Unconfirmed	September 2014
Iron	Spagna	Rosemary	VSF France	Vaccination and treatment of goats in earthquake affected areas for 5200 households	128000	60000		Unconfirmed	September 2014
<b>Totals :</b>					<b>208,000</b>	<b>560,000</b>			

Nothing to report for the month Page 1 of 1 20 View 1 - 2 of 2

<< Previous Next >>

If an ongoing operation does not report any actual values click on the “Nothing to report for the month button.” Check the confirm box and click ok.

Home >> Actual Monthly Update >> Update Actuals >> Update Beneficiaries & Livestock Reached

**Actual Monthly Update** **Reports**

**Select Operations**  
Update Actuals

**Update Beneficiaries & Livestock Reached**  
Select Month: September 2014

**UNIT OF COUNTING : Livestock**  
Nothing to report for the month Page 1 of 1 20 View 1 - 2 of 2

Country	District	Neighbourhood	Organization	Description	Goat - Planned	Goat - Actual	Comments	Approval Status	Month
Iron	Spagna	Heather	VSF France	Vaccination and treatment of goats in earthquake affected areas for 5200 households	80000			Planning	September 2014
Iron	Spagna	Rosemary	VSF France	Vaccination and treatment of goats in earthquake affected areas for 5200 households	128000			Planning	September 2014
<b>Totals :</b>					<b>208,000</b>				

Nothing to report for the month Page 1 of 1 20 View 1 - 2 of 2

<< Previous Next >>

Check the confirm box and click ok.

**NOTHING TO REPORT FOR THE MONTH** X

**Confirm:** ☒ **OK**

Confirm that for the selected month , nothing was distributed in that operation.  
(This will clear any actual values for the selected month)

## 2. REPORTS

Click on the reports tab to automatically generate standard monthly reports, including Planned Response, Total Cluster Response and Target Report.

### 2.1 Planned Response

The Planned Response report is an aggregation of partner's planned number of beneficiaries (individuals) to be reached in a specific month by geographic area. Planned response reports can be viewed by:

- i. Response purpose (Development, Preparedness, Recovery, Relief)
- ii. Country Strategic Objective
- iii. Modality (Cash/Cheque, Food, Goods, Training, Voucher)
- iv. Targeted Beneficiary Group

View Report: Select one of the four Planned Response Reports to view.

Home >> Reports >> Reports >> Planned Response >> Response Purpose >> Planned Response:-Response Purpose

**Actual Monthly Update** | **Reports**

**Reports**  
Report & Maps

**Planned Response** | **Total Cluster Response** | **Target Report**

**Response Purpose** | **Country Strategic Objectives** | **Modality** | **Targeted Beneficiary Group**

Select Month: ---

**Planned Response:-Response Purpose**

Use the filters to select Month.

Home >> Reports >> Reports >> Planned Response >> Response Purpose >> Planned Response:-Response Purpose

**Actual Monthly Update** | **Reports**

**Reports**  
Report & Maps

**Planned Response** | **Total Cluster Response** | **Target Report**

**Response Purpose** | **Country Strategic Objectives** | **Modality** | **Targeted Beneficiary Group**

Select Month: July 2014

**Planned Response:-Response Purpose**

Planning - Response Purpose

Admin 1	Admin 1 Gis Code	Admin 2	Admin 2 Gis Code	Admin 3	Admin 3 Gis Code	Admin 4	Admin 4 Gis Code	Settlement	Development	Preparedness	Recovery	Relief
Iron	01	Plave	0102						0	0	60000	0
Iron	01	Spagna	0104					Heather	0	0	60000	0
Iron	01	Spagna	0104					Rosemary	0	0	96000	0
Zinc	02	Conte	0207						0	0	60000	0
Zinc	02	Monti	0204						0	0	48000	0

Page 1 of 1

How can this map be used?

Planned response report is useful as a means of forecasting FSC partners' response. This can be utilized to help inform response planning especially if needs are changing in specific geographic areas and there exists a need to project the gap between planned response and increasing needs.

## 2.2 Total Cluster Response

The Total Cluster Response report is an aggregation of partner's actual number of beneficiaries (individuals) reached in a specific month by geographic area. Total cluster response reports can be viewed by:

- Response purpose (Development, Preparedness, Recovery, Relief)
- Country Strategic Objective
- Modality (Cash/Cheque, Food, Goods, Training, Voucher)
- Targeted Beneficiary Group

View report: Select one of the four Total Cluster Response Reports to view.

Home >> Reports >> Reports >> Total Cluster Response >> Response Purpose >> Total Cluster Response-Response Purpose

Actual Monthly Update Reports

Reports  
Report & Maps

Planned Response Total Cluster Response Target Report

Response Purpose Country Strategic Objectives Modality Targeted Beneficiary Group

Select Month: ---

Total Cluster Response-Response Purpose

Use the filters to select Month.

Home >> Reports >> Reports >> Total Cluster Response >> Response Purpose >> Total Cluster Response-Response Purpose

Actual Monthly Update Reports

Reports  
Report & Maps

Planned Response Total Cluster Response Target Report

Response Purpose Country Strategic Objectives Modality Targeted Beneficiary Group

Select Month: July 2014

Total Cluster Response-Response Purpose

Admin 1	Admin 1 Gis Code	Admin 2	Admin 2 Gis Code	Admin 3	Admin 3 Gis Code	Admin 4	Admin 4 Gis Code	Settlement	Development	Preparednes	Recovery	Relief
Iron	01	Piave	0102						0	0	60000	0
Iron	01	Spagna	0104					Heather	0	0	375000	0
Iron	01	Spagna	0104					Rosemary	0	0	45000	0
Zinc	02	Conte	0207						0	0	0	0
Zinc	02	Monti	0204						0	0	9000	0

Page 1 of 1 20 View 1 - 5 of 5

How can this map be used?

The total cluster response report allows the FSC to evaluate what was accomplished during a specific time period. It can additionally provide information in regards to specific modalities

## 2.3 Target Report

The target report is the absolute number of beneficiaries (individuals) targeted by geographic areas for a specific assessment entered in the IM tool by the FSC. Target reports can be viewed by:

- Country Strategic Objective

### 2.3.1 View Report: Use the filters to select Assessment Name.

Home >> Reports >> Reports >> Target Report >> Target Report

**Actual Monthly Update** **Reports**

Planned Response Total Cluster Response **Target Report**

Assessment Name: ---

**Target Report**

Home >> Reports >> Reports >> Target Report >> Target Report

**Actual Monthly Update** **Reports**

Planned Response Total Cluster Response **Target Report**

Assessment Name: IPC Emergency NWL

**Target Report**

Page 1 of 1 20

Admin 1	Admin 1 Gis Code	Admin 2	Admin 2 Gis Code	Admin 3	Admin 3 Gis Code	Admin 4	Admin 4 Gis Code	Assessment Name	Year	Provide Immediate Access To Food To Affected Populations	Provide Timely And Seasonally Appropriate Livelihoods Inputs
Helium	04	Napoli	0402					IPC Emergency NWL	2014	2500	5450
Helium	04	Verona	0401					IPC Emergency NWL	2014	34250	41875
Iron	01	Piave	0102					IPC Emergency NWL	2014	16750	22925
Iron	01	Pietra	0103					IPC Emergency NWL	2014	26250	33225
Iron	01	Spagna	0104					IPC Emergency NWL	2014	5750	5575
Iron	01	Tasso	0105					IPC Emergency NWL	2014	3000	3750

How can this report be used?

Target report is primarily used to assist partners in planning their projects and targeting of beneficiaries at lower level geographic units in relation to the FSC targets.

## 3 REPORTS & MAPS

Click on the reports & maps tab to automatically generate standard monthly reports & maps, including Percentage Actual/Planned and Gap Analysis.

### 3.1 Percentage Actual/Planned

The percentage actual/planned reports and map is an aggregation of partner's actual number of beneficiaries (individuals) reached divided by the aggregation of partner's planned number of beneficiaries (individuals) to be reached in a specific month. Numbers are reported as percentages by geographic area. Percentage actual/planned reports and maps can be viewed by:

- i. Response Purpose (Development, Preparedness, Recovery, Relief)
- ii. Country Strategic Objective
- iii. Modality (Cash/Cheque, Food, Goods, Training, Voucher)
- iv. Targeted Beneficiary Group

3.1.1 View Report: Select one of the four Percentage actual/planned Reports to view.

Home >> Reports >> Report & Maps >> Percentage Actual/Planned >> Response Purpose >> Percentage Actual/Planned-Response Purpose

Actual Monthly Update Reports

Reports

Report & Maps

Percentage Actual/Planned Gap Analysis

Response Purpose Country Strategic Objectives Modality Targeted Beneficiary Group

Select Month: ---

Percentage Actual/Planned:-Response Purpose

Use the filters to select Month.

Home >> Reports >> Report & Maps >> Percentage Actual/Planned >> Response Purpose >> Percentage Actual/Planned-Response Purpose

Actual Monthly Update Reports

Reports

Report & Maps

Percentage Actual/Planned Gap Analysis

Response Purpose Country Strategic Objectives Modality Targeted Beneficiary Group

Select Month: July 2014

Percentage Actual/Planned:-Response Purpose

Admin 1	Admin 1 Gis Code	Admin 2	Admin 2 Gis Code	Admin 3	Admin 3 Gis Code	Admin 4	Admin 4 Gis Code	Settlement	Development	Preparedness	Recovery	Relief
Iron	01	Piave	0102						0%	0%	100%	0%
Iron	01	Spagna	0104					Heather	0%	0%	625%	0%
Iron	01	Spagna	0104					Rosemary	0%	0%	47%	0%
Zinc	02	Conte	0207						0%	0%	0%	0%
Zinc	02	Monte	0204						0%	0%	19%	0%

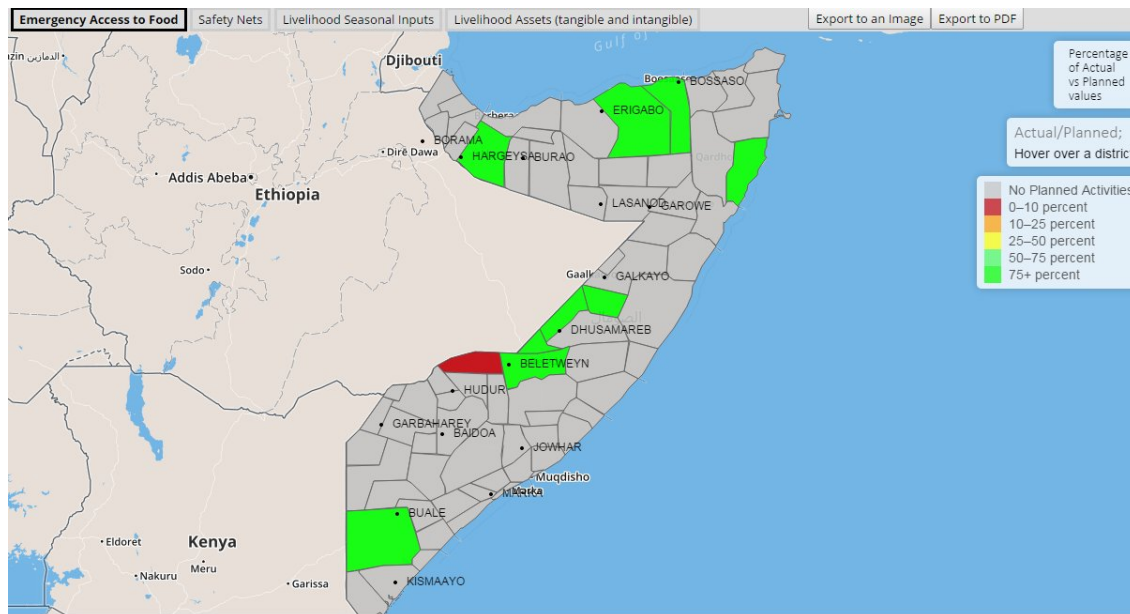
Excel PDF Open Map

Page 1 of 1

View 1 - 5 of 5

3.1.2 View Map: Click on the button Open Map to open the percentage actual/planned map.





How can this map be used?

The actual/planned report and map allows FSC to monitor progress against planned activities. Low performance against planned figures could indicate specific field level challenges or changes such as poor access, pipeline breaks, security concerns, or delayed implementation.

### 3.2 Gap Analysis:

The gap analysis reports and map is an aggregation of partner's actual number of beneficiaries (individuals) reached divided by the number of beneficiaries (individuals) targeted (target report) by geographic area for a specific assessment entered in the IM tool by the FSC. Gap analysis reports and maps can be viewed by:

- i. Response Purpose (Development, Preparedness, Recovery, Relief)
- ii. Country Strategic Objective
- iii. Modality (Cash/Cheque, Food, Goods, Training, Voucher)
- iv. Targeted Beneficiary Group

3.2.1 View Report: Use the filters to select Assessment Name and Month.

Home >> Reports >> Report & Maps >> Gap Analysis >> Gap Analysis Report

Actual Monthly Update Reports

Reports

Report & Maps

Percentage Actual/Planned Gap Analysis

Select Assessment Name: IPC Emergency NWL Select Month: July 2014

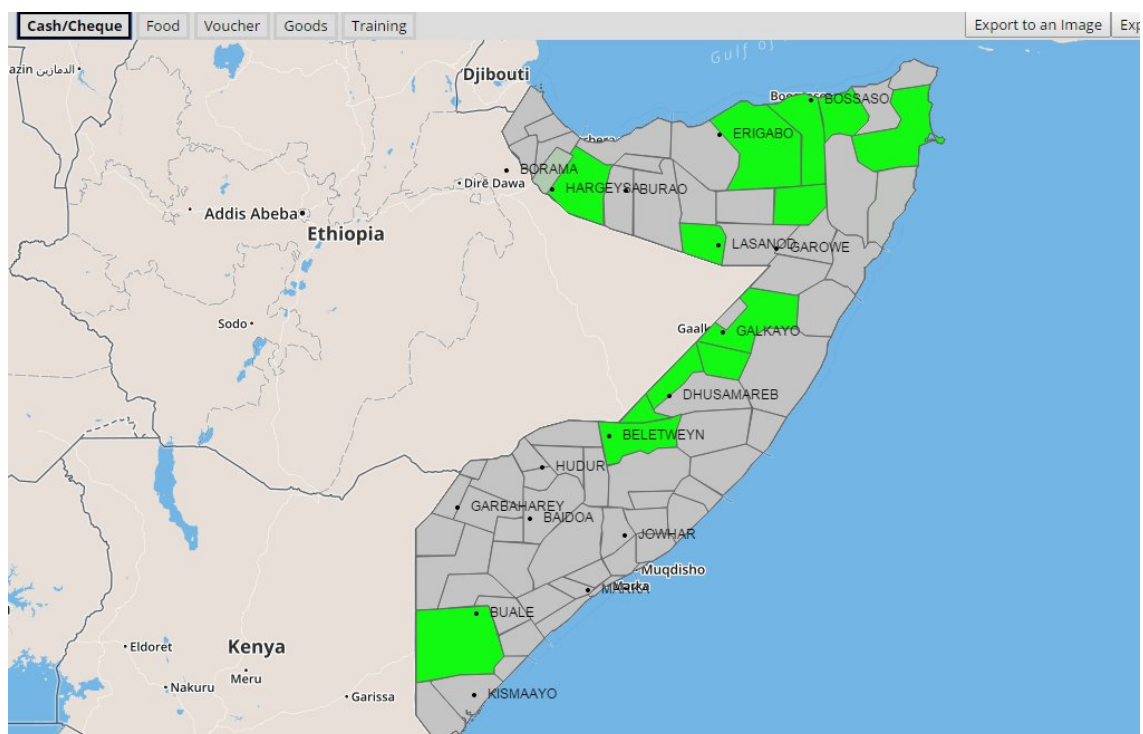
Gap Analysis Report

Excel PDF Open Map Page 1 of 1 20 View 1 - 12 of 12

Admin 1	Admin 1 Gis Code	Admin 2	Admin 2 Gis Code	Admin 3	Admin 3 Gis Code	Admin 4	Admin 4 Gis Code	Improve Household Availability And Access To Food	Restore Livelihoods For Vulnerable Households
Helium	04	Verona	0401					11%	0%
Iron	01	Corso	0106					4%	0%
Iron	01	Plave	0102					2%	75%
Iron	01	Pietra	0103					90%	0%
Iron	01	Spagna	0104					85%	1449%
Iron	01	Tasso	0105					10%	0%
Iron	01	Trevi	0101					1%	0%
Zinc	02	Conte	0207					0%	0%
Zinc	02	Flavia	0201					6%	0%
Zinc	02	Greci	0203					14%	0%
Zinc	02	Monti	0204					22%	17%
Zinc	02	Parma	0205					28%	0%

Excel PDF Open Map Page 1 of 1 20 View 1 - 12 of 12

3.1.2 View Map: Click on the button Open Map to open the gap analysis map.



How can this map be used?



The gap analysis measures the FSC partners' actual achievements against the overall needs (targets). This allows the FSC to highlight specific areas of need (gaps) which have not received adequate support. FSC could utilize this information to advocate for increased support to areas that remain under supported.

## DATA CONFIDENTIALITY

What mechanisms are in place to secure all of the data?

Access to the IM Tool is authenticated via a username/password mechanism. A role-based security model enforces access controls so that end-users can perform only the operations that they have a right to access. The solution and databases are kept in WFP UN premises, in secure data centres certified with the ISO27001:2005 and ISAE 3202 Type II standards. Transmission of data to and from the IM Tool are encrypted.

## USER SUPPORT

The country administrator is responsible for supporting partner users. All content or technical queries on the IM Tool that cannot be answered after consulting the Partner User Manual should be directed to the Clusters Information Manager Officer. The partner user may choose to give the country administrator their username and password for the country administrator to log in as the partner or donor user to better provide support. After the issue is resolved the country administrator may reset the partner or donor's password to maintain confidentiality.